

School Advisory Council (SAC) Meeting Minutes
Colby Village Elementary School (CVES)

December 3, 2024, 6 pm

Attendance: Naomi Kelloway (Acting Principal), Nicola Babstock (Staff), Heather Neish, Joyce Diamond, Peter Redmond, Jacqueline Holland, Jenny McCarthy, Felicia MacRae, Paul Bailey

Regrets: Amanda Crabtree, Tara Tanton

1. Meeting called to order

- Introductions

2. Items

a) Funding Update

- Ms. Kelloway confirmed the SAC budget for the year at \$5247 (\$5000 + \$1 per student). The budget must be spent by June 30, 2025 and cannot be carried over to next year. Ms. Kelloway provides a report to HRCE on spending.

- Funds can be used on mental health resources, books to support literacy, cultural activities, outdoor activities/physical education, musical and/or guest speakers, gardens (already covered by a parent volunteer) or sports gear/equipment. The purchase(s) must benefit all students at CVES. Note: The school has enough chromebooks and more are not needed at this time.

- Ms. Kelloway tabled two options for determining how to spend the funding with a note that the purchase must focus on school improvement (math and literacy), policy improvement and/or can be spent on operational expenses up to 20% of the budget:

- 1) Ask staff at the next staff meeting for ideas. Ms. Kelloway and Ms. Babstock would bring the suggestions back to the SAC.

- 2) Ask upper elementary students for ideas.

b) School Success Plan

- Ms. Kelloway reviewed the goals of the School Success Plan. She reviews the goals with HRCE two times per year.

- At CVES, 81% of P-3 Indigenous students are meeting the literacy goal except one student.; 67% of African Canadian students are meeting the literacy goal. Further, she mentioned that phonics is key to literacy learning.

- There are literacy supports at CVES including Ms. Kent, Ms. MacDonald, Ms. Sketchley and Ms. Vantriet.

- Ms. Kelloway explained Tier 1, 2 and 3 support:

- Tier 1 is classroom teacher only
 - Tier 2 is small group work with resource teacher, speech language pathologist, literary support and/or extra help

- Tier 3 is one-on-one with learning centre and other resources listed above

c) Principal's Report

- Field trips:
 - Recently, the grade 5 and 6 classes attended Frozen at Neptune Theatre. Grades P-4 classes attended Moana 2 at Cineplex.
- School lunches:
 - The school lunch program was implemented this year and Scarlet House is the service provider. The roll-out is going well and Ms. Lough is organizing the delivery and distribution with help from upper elementary students. There is a fair amount of waste as students often do not eat the meals. The snacks available in the office are now consumed at a higher rate. Parents are encouraged to ask their children if they eat their lunches and if they wish to continue ordering them.
 - Ms. Kelloway is required to write a daily report which is submitted to HRCE. Felicia MacRae asked if there will be a mid-year assessment, however, that is unknown at this time.
 - Joyce Diamond pointed out that many students will, likely, stop ordering school lunches leaving those that cannot afford a lunch from home as the only students eating a school lunch. This may create a stigma for those students.
- Assemblies:
 - The theme for assemblies this year is kindness. Each month, a class creates a presentation with photos, skits and presents it to the entire school.
- School Rules:
 - Ms. Kelloway implemented school rules this year:
 - I will listen to the adult.
 - I will use language that is appropriate to the learning environment (kind language, no cursing, no gossiping, etc.)
 - I will keep my hands, feet and objects to myself.
 - Students have responded well to the rules. They repeat them frequently and they are posted all around the school and on school grounds. There are consequences in place for breaking the rules.
- ELST position:
 - An Early Literacy Support Teacher (ELST) has been hired. Her name is Ms. Kent and she works at CVES 50% of the time.
- Coaches:
 - A math coach has been hired. His name is Dwayne Slobodnick and his position ends in December 2024.

- Provincial assessments grade 3 and 6:
 - The provincial assessment results for grade 3 were released. These students are now in grade 4. It is not known how CVES compares to the rest of HRCE at this time. The grade 6 students wrote the assessment in October.
- New Staff:
 - A new Guidance Counsellor will start in January 2025 at 50% (shared with another school). The previous Guidance Counsellor moved to another position in September.
- Hold and Secure/Lockdown/Fire/Relocation Drills:
 - There are 6 fire drills each year, 2 lockdown drills, and 1 hold and secure drills.
- New office phones:
 - The school has new phones as the older ones were not working properly.

3. New Items

- Holiday Concert: The concert will be held in the morning and afternoon of December 9, 2024. A rehearsal will be held a few days before the concert, there are no paper tickets this year and CVES bought additional chairs last year.
- Food drive: CVES is collecting food to donate to the Cole Harbour Community Fridge. Food is due at the school by December 13.
- Holiday shopping: The Santa Shop will be held on December 12 and 13th. Donations are needed, and volunteers are required for set-up/take-down and on the days of the shop. Students are invited to shop for immediate family and the event is always a lot of fun for the school.

4. Meeting Adjournment

- Meeting adjourned at 7:00pm.